

PRIVATE EVENT PLANNING OUTLINE

MISAWA CLUB 1-281-657-1556

CALL YOSHI OR MIWAKO @ EXT. 1820/1821

WHAT IS YOUR EVENT?

DATE AND TIME?

HOW MANY PEOPLE WILL YOU INVITE OR EXPECT TO ATTEND?

WILL YOU HAVE ENTERTAINMENT?

BEGINS (TIME): GAMES:

MOVIE:

DJ:

BAND:

END OF EVENT (TIME):

GOAL OF EVENT: SQUADRON EVENT

FUND RAISING

SCHOOL FUNCTION

OFFICIAL MEETING

PRIVATE PARTY

DESCRIBE EVENT DETAILS:

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BUDGETING:

FOOD COST PER PERSON OR TOTAL (WHAT IS YOUR FOOD BUDGET OR DESIRED FOOD COST PER PERSON)	\$
SERVICE FEE 18% (FOR LINEN CLEANING, SUPPLIES AND CUST.)	\$
ENTERTAINMENT COST (BAND, DJ, PRIZES)	\$
SUPPLY COST (DECORATIONS)	\$
MISC EXPENSES	\$
TOTAL EVENT BUDGET	\$

MENU: (FIND CATERING MENU ON WEBSITE)

BUFFET

OR

PLATED

MEATS	STARCH	VEGETABLES	BREADS	DESSERTS	BEVERAGES	STATIONS

IF YOU NEED POSTERS OR TICKETS CONTACT 35FSS MARKETING FOR ALL YOUR PRINTING NEEDS @ 226-9272

ROOM SET-UP: SEATING#:

TABLES: ROUNDS (SEAT UP TO 10)

LONGS (Seat up to 10)

BUFFET EQUIPMENT REQUIRED:

BAR SERVICE REQUIREMENTS: E'BALL GRAY TOWADA DINING O'BALL BEER BAR KANPAI F/L BEER TRAILER

LINEN COLORS:

DÉCOR NEEDED:

ANY ADDITIONAL INFO: